

Microsoft Word 2002 MOUS Certification Objectives

Below is a list of the Microsoft Office User Specialist program objectives for the Core Word 2002 skills, showing where each MOUS objective is covered in the Lessons and Practice. This table lists the Core MOUS certification skills covered in the units in this book (Units A-D). The core skills without page references are covered in *Microsoft Office XP—Illustrated Second Course* (Units E-H). For more information on which Illustrated titles meet MOUS certification, please see the inside cover of this book.

MOUS Standardized Coding Number	Activity	Lesson page where skill is covered	Location in lesson where skill is covered	Practice
W2002-1	Inserting and Modifying Text			
W2002-1-1	Insert, modify and move text and symbols	WORD B-4 WORD B-5 WORD B-6 WORD B-7 WORD B-8 WORD B-9 WORD B-10 WORD B-11 WORD B-14 WORD B-15 WORD D-12 WORD D-13	Steps 1–8, Clues to Use Table Steps 1–7 Clues to Use Steps 1–7, Clues to Use Table Steps 1–9 Clues to Use Steps 1–9 Clues to Use Steps 2–3 Clues to Use	Skills Review Independent Challenges 1–4 Visual Workshop Skills Review Independent Challenges 2–3
W2002-1-2	Apply and modify text formats	WORD C-2 WORD C-3 WORD C-4 WORD C-5	Steps 2–9 Clues to Use Steps 1–9 Clues to Use	Skills Review Independent Challenges 1–3 Visual Workshop
W2002-1-3	Correct spelling and grammar usage	WORD B-12	Steps 1–9	Skills Review Independent Challenges 1–3 Visual Workshop
W2002-1-4	Apply font and text effects	WORD C-4 WORD C-5 WORD C-16	Steps 1–9, Quick Tip Clues to Use Clues to Use	Skills Review Independent Challenges 1–3 Visual Workshop
W2002-1-5	Enter and format Date and Time	WORD D-8 WORD D-10 WORD D-11	Clues to Use Steps 2–3, Quick Tip Clues to Use	Skills Review Independent Challenge 3
W2002-1-6	Apply character styles	WORD C-4 WORD C-5 WORD C-7	Steps 1–8 Clues to Use Clues to Use	Independent Challenge 3
W2002-2	Creating and Modifying Paragraphs			
W2002-2-1	Modify paragraph formats	WORD C-6 WORD C-7 WORD C-8 WORD C-9 WORD C-10 WORD C-12 WORD C-16	Steps 1–9 Clues to Use Steps 1–9 Clues to Use Steps 1–9 Steps 1–6, Table Steps 1–8, Clues to Use	Skills Review Independent Challenges 1–3 Visual Workshop

MOUS Standardized Coding Number	Activity	Lesson page where skill is covered	Location in lesson where skill is covered	Practice
W2002-2-2	Set and modify tabs	WORD C-10	Steps 1–9	Skills Review Independent Challenges 1–3
W2002-2-3	Apply bullet, outline, and numbering format to paragraphs	WORD C-14 WORD C-15	Steps 1–8 Clues to Use	Skills Review Independent Challenges 1–3
W2002-2-4	Apply paragraph styles	WORD C-7	Clues to Use	Independent Challenge 3
W2002-3	Formatting Documents			
W2002-3-1	Create and modify a header and footer	WORD D-10 WORD D-11 WORD D-12	Steps 1–7, Quick Tips Table Steps 1–8	Skills Review Independent Challenges 1–3
W2002-3-2	Apply and modify column settings	WORD D-4 WORD D-5 WORD D-6 WORD D-14	Steps 4–5 Clues to Use Clues to Use Steps 1–8, Quick Tips	Skills Review Independent Challenges 1, 2 Visual Workshop
W2002-3-3	Modify document layout and Page Setup options	WORD D-2 WORD D-3 WORD D-4 WORD D-5 WORD D-6 WORD D-7 WORD D-8	Steps 1–8 Clues to Use Steps 1–6, Quick Tips, Table Clues to Use Steps 1–5, Clues to Use Table Steps 1–7, Quick Tip	Skills Review, Independent Challenges 1–4 Visual Workshop
W2002-3-4	Create and modify tables	WORD C-11	Clues to Use	
W2002-3-5	Preview and Print documents, envelopes, and labels	WORD A-12	Steps 1–4, 6–7	Skills Review Independent Challenges 1–4 Visual Workshop
W2002-4	Managing Documents			
W2002-4-1	Manage files and folders for documents	WORD B-3	Clues to Use	Independent Challenge 3
W2002-4-2	Create documents using templates	WORD B-16	Steps 1–9	Skills Review Independent Challenge 2 Visual Workshop
W2002-4-3	Save documents using different names and file formats	WORD A-10 WORD A-11 WORD B-2 WORD B-3	Steps 1–6, Clues to Use Table Steps 5–6 Clues to Use	Skills Review, Independent Challenges 1–4 Visual Workshop Skills Review Independent Challenges 1–4 Visual Workshop
W2002-5	Working with Graphics			
W2002-5-1	Insert images and graphics	WORD D-16	Steps 1–8	Skills Review, Independent Challenges 1, 2 Visual Workshop
W2002-5-2	Create and modify diagrams and charts			
W2002-6	Workgroup Collaboration			
W2002-6-1	Compare and Merge documents			
W2002-6-2	Insert, view, and edit comments			
W2002-6-3	Convert documents into Web pages			

Microsoft Excel 2002 MOUS Certification Objectives

Below is a list of the Microsoft Office User Specialist program objectives for the Core Excel 2002 skills, showing where each MOUS objective is covered in the Lessons and Practice. This table lists the Core MOUS certification skills covered in the units in this book (Units A-D). The core skills without page references are covered in *Microsoft Office XP—Illustrated Second Course* (Units E-H). For more information on which Illustrated titles meet MOUS certification, please see the inside cover of this book.

MOUS Standardized Coding Number	Activity	Lesson page where skill is covered	Location in lesson where skill is covered	Practice
Ex2002-1	Working with Cells and Cell Data			
Ex2002-1-1	Insert, delete and move cells	EXCEL B-12 EXCEL B-19 EXCEL C-6	Step 7 Clues to Use Step 6	Skills Review Skills Review Skills Review, Independent Challenge 4
Ex2002-1-2	Enter and edit cell data including text, numbers, and formulas	EXCEL A-10 EXCEL B-4 EXCEL B-6 EXCEL B-8 EXCEL B-10 EXCEL C-2 EXCEL C-3	Steps 1-7 Step 2 Tip Steps 2-9 Steps 1-6 Steps 1-5, Clues to Use Steps 2-9 Steps 2-7 Clues to Use	Skills Review, Independent Challenges 2-4 Skills Review Skills Review, Independent Challenges 1-4 Skills Review, Independent Challenges 1-4 Skills Review, Independent Challenge 2 Skills Review, Independent Challenges 1-4 Skills Review, Independent Challenges 1-4
Ex2002-1-3	Check spelling	EXCEL C-16	Steps 1-5	Skills Review, Independent Challenges 1-4
Ex2002-1-4	Find and replace cell data and formats			
Ex2002-1-5	Work with a subset of data by filtering lists			
Ex2002-2	Managing Workbooks			
Ex2002-2-1	Manage workbook files and folders	EXCEL A-8	Steps 1-3, Step 4 Tip	Skills Review
Ex2002-2-2	Create workbooks using templates	EXCEL A-9	Clues to Use	Independent Challenge 3
Ex2002-2-3	Save workbooks using different names and file formats	EXCEL A-8 EXCEL A-8 EXCEL C-2	Step 4 Tip Steps 4-5 Step 1 Tip	Skills Review Skills Review, Independent Challenges 1-4 Skills Review, Independent Challenges 3-4
Ex2002-3	Formatting and Printing Worksheets			
Ex2002-3-1	Apply and modify cell formats	EXCEL C-2 EXCEL C-3 EXCEL C-4 EXCEL C-6 EXCEL C-12 EXCEL C-14	Steps 2-7 Clues to Use Steps 2-5 Steps 1-7 Steps 1-8 Steps 2-5	Skills Review, Independent Challenges 1-4 Skills Review Skills Review, Independent Challenges 2, Visual Workshop Skills Review, Independent Challenges 1-4, Visual Workshop Skills Review, Independent Challenges 1, 2, 4, Visual Workshop Skills Review, Independent Challenge 1, 2, 4, Visual Workshop
Ex2002-3-2	Modify row and column settings	EXCEL C-10	Steps 1-6	Skills Review, Independent Challenges 1, 2

MOUS Standardized Coding Number	Activity	Lesson page where skill is covered	Location in lesson where skill is covered	Practice
Ex2002-3-3	Modify row and column formats	EXCEL C-6 EXCEL C-7 EXCEL C-8 EXCEL C-9	Steps 6-7 Table Steps 1-7 Clues to Use	Skills Review, Independent Challenges 2-4 Skills Review, Independent Challenges 1-3 Independent Challenge 3
Ex2002-3-4	Apply styles			
Ex2002-3-5	Use automated tools to format worksheets	EXCEL C-7	Clues to Use	Independent Challenges 3,4
Ex2002-3-6	Modify Page Setup options	EXCEL C-16 EXCEL D-16	Step 8 Step 4	Independent Challenge 2 Skills Review, Independent Challenges 1-4
Ex2002-3-7	Preview and print worksheets and workbooks	EXCEL A-14	Steps 1-5	Skills Review, Independent Challenges 1-4
Ex2002-4	Modifying Workbooks			
Ex2002-4-1	Insert and delete worksheets			
Ex2002-4-2	Modify worksheet names and positions	EXCEL A-12 EXCEL A-12	Step 7 Steps 3-6 Step 3 Tip	Skills Review Skills Review, Independent Challenge 3
Ex2002-4-3	Use 3-D references			
Ex2002-5	Creating and Revising Formulas			
Ex2002-5-1	Create and revise formulas	EXCEL B-6 EXCEL B-8 EXCEL B-10 EXCEL B-14 EXCEL B-16 EXCEL B-18	Steps 1-6 Steps 1-5, Clues to Use Steps 1-4, 6 (Concept) Steps 1-6 Steps 4-7	Skills Review, Independent Challenges 1, 4, Visual Workshop Skills Review, Independent Challenges 1,4, Visual Workshop Independent Challenge 2 Skills Review Independent Challenges 1, 4 Skills Review, Independent Challenges 1, 4, Visual Workshops Skills Review, Independent Challenges 1, 4, Visual Workshops
Ex2002-5-2	Use statistical date and time, financial, and logical functions in formulas	EXCEL B-10 EXCEL B-11	Steps 1-4, 6 Clues to Use	Independent Challenge 2 Skills Review
Ex2002-6	Creating and Modifying Graphics			
Ex2002-6-1	Create, modify, position and print charts	EXCEL D-4 EXCEL D-8 EXCEL D-10 EXCEL D-12 EXCEL D-14 EXCEL D-16 EXCEL D-17	Steps 2-7 Steps 3-6 Steps 1-6 Steps 1-8 Steps 1-8 Steps 2-7 Clues	Skills Review, Independent Challenges 1-4 Skills Review, Independent Challenges 1-4 Skills Review, Independent Challenges 1-4 Skills Review, Independent Challenges 1, 3 Skills Review, Independent Challenges 2, 3, Visual Workshop Skills Review, Independent Challenges 1-4, Visual Workshop Skills Review, Independent Challenge 1-4, Visual Workshop
Ex2002-6-2	Create, modify and position graphics	EXCEL C-5 EXCEL D-14	Clues to Use Steps 1-8	Independent Challenge 3 Skills Review, Independent Challenges 2, 3, Visual Workshop
Ex2002-7	Workgroup Collaboration			
Ex2002-7-1	Convert worksheets into web pages			
Ex2002-7-2	Create hyperlinks			
Ex2002-7-3	View and edit comments	EXCEL C-11	Clues to Use	Skills Review

Microsoft Access 2002 MOUS Certification Objectives

Below is a list of the Microsoft Office User Specialist program objectives for the Core Access 2002 skills, showing where each MOUS objective is covered in the Lessons and Practice. This table lists the Core MOUS certification skills covered in the units in this book (Units A-D). The core skills without page references are covered in *Microsoft Office^{XP}—Illustrated Second Course* (Units E-H). For more information on which Illustrated titles meet MOUS certification, please see the inside cover of this book.

MOUS Standardized Coding Number	Activity	Lesson page where skill is covered	Location in lesson where skill is covered	Practice
AC2002-1	Creating and Using Databases			
AC2002-1-1	Create Access databases	ACCESS B-4	Steps 1-2	Skills Review Independent Challenges 1, 3
AC2002-1-2	Open database objects in multiple views	ACCESS A-4 ACCESS A-10 ACCESS A-16 ACCESS B-6 ACCESS B-16 ACCESS C-6 ACCESS D-6	Table A-2 Step 1 Step 1 Step 7 Steps 5, 7 Steps 1, 7 Steps 1, 7	Skills Review Independent Challenges 2, 3 Visual Workshop (Units B, C, D) Skills Review Independent Challenges 1, 2, 3, 4 Visual Workshop
AC2002-1-3	Move among records	ACCESS A-10 ACCESS A-11 ACCESS C-4 ACCESS C-12	Steps 1-6 Table A-4 Steps 5-6 Steps 5-7	Skills Review Independent Challenges 2, 3 Visual Workshop Skills Review Independent Challenges 1, 2, 3, 4
AC2002-1-4	Format datasheets	ACCESS B-8	Steps 3-5	Skills Review Independent Challenges 2, 3
AC2002-2	Creating and Modifying Tables			
AC2002-2-1	Create and modify tables	ACCESS B-2 ACCESS B-3 ACCESS B-4 ACCESS B-6 ACCESS B-7	Clues Table B-1 Steps 3-7 Steps 1-6 Clues	Skills Review Independent Challenges 1, 3
AC2002-2-2	Add a pre-defined input mask to a field			
AC2002-2-3	Create Lookup fields			
AC2002-2-4	Modify field properties	ACCESS B-6 ACCESS B-7	Steps 2-6 Clues	Skills Review Independent Challenge 1
AC2002-3	Creating and Modifying Queries			
AC2002-3-1	Create and modify Select queries	ACCESS B-16 ACCESS B-18	Steps 1-7 Steps 1-8	Skills Review Independent Challenges 2, 3 Visual Workshop
AC2002-3-2	Add calculated fields to Select queries			
AC2002-4	Creating and Modifying Forms			
AC2002-4-1	Create and display forms	ACCESS C-4 ACCESS C-5 ACCESS C-5	Steps 2-4 Table C-2 Clues	Skills Review Independent Challenges 1, 2, 3, 4 Visual Workshop

MOUS Standardized Coding Number	Activity	Lesson page where skill is covered	Location in lesson where skill is covered	Practice
AC2002-4-2	Modify form properties	ACCESS C-2 ACCESS C-6 ACCESS C-7 ACCESS C-8 ACCESS C-9 ACCESS C-10 ACCESS C-12 ACCESS C-13 ACCESS C-16	Table C-1 Steps 1-6 Table C-3 Steps 1-6 Table C-4 Steps 1-7 Steps 2-4 Table C-5 Steps 1-5	Skills Review Independent Challenges 1, 2, 3 Visual Workshop
AC2002-5	Viewing and Organizing Information			
AC2002-5-1	Enter, edit, and delete records	ACCESS A-12 ACCESS A-14 ACCESS A-15 ACCESS B-16 ACCESS C-12 ACCESS C-14 ACCESS C-16	Steps 2-5 Steps 1-9 Table A-5 Step 4 Steps 1, 5-7 Steps 1-5 Step 6	Skills Review Independent Challenge 3 Visual Workshop Skills Review Independent Challenges 1, 2, 3, 4 Visual Workshop Skills Review Independent Challenges 1, 2, 3, 4 Visual Workshop
AC2002-5-2	Create queries	ACCESS B-16 ACCESS B-18 ACCESS B-19	Steps 1-8 Steps 1-7 Clues	Skills Review Independent Challenges 2, 3 Visual Workshop
AC2002-5-3	Sort records	ACCESS B-11 ACCESS B-12 ACCESS B-13 ACCESS B-18 ACCESS C-4	Table B-2 Steps 1-3 Clues Step 4 Step 5	Skills Review Independent Challenges 2, 3 Visual Workshop Skills Review Independent Challenge 2
AC2002-5-4	Filter records	ACCESS B-11 ACCESS B-14 ACCESS B-17 ACCESS C-4 ACCESS C-14	Table B-2 Steps 1-5 Table B-4 Step 7 Steps 6-8	Skills Review Independent Challenge 2 Skills Review Independent Challenge 3
AC2002-6	Defining Relationships			
AC2002-6-1	Create one-to-many relationships			
AC2002-6-2	Enforce referential integrity			
AC2002-7	Producing Reports			
AC2002-7-1	Create and format reports	ACCESS D-3 ACCESS D-4 ACCESS D-14 ACCESS D-15 ACCESS D-16	Table D-1 Steps 2-6 Steps 1-6 Table D-3 Steps 1-7	Skills Review Independent Challenges 1, 2, 3, 4 Visual Workshop
AC2002-7-2	Add calculated controls to reports	ACCESS D-6 ACCESS D-10	Steps 4-6 Steps 1-3	Skills Review Independent Challenge 2 Visual Workshop
AC2002-7-3	Preview and print reports	ACCESS D-8 ACCESS D-14	Steps 3-5 Steps 6-7	Skills Review Independent Challenges 1, 2, 3, 4 Visual Workshop
AC2002-8	Integrating with Other Applications			
AC2002-8-1	Import data to Access			
AC2002-8-2	Export data from Access			
AC2002-8-3	Create a simple data access page			

Microsoft PowerPoint 2002

MOUS Certification Objectives

Below is a list of the Microsoft Office User Specialist program objectives for the Comprehensive PowerPoint 2002 skills, showing where each MOUS objective is covered in the Lessons and Practice. This table lists the MOUS certification skills covered in the units in this book (Units A-D). The skills without page references are covered in *Microsoft Office^{XP}—Illustrated Second Course* (Units E-H). For more information on which Illustrated titles meet MOUS certification, please see the inside cover of this book.

MOUS Standardized Coding Number	Activity	Lesson page where skill is covered	Location in lesson where skill is covered	Practice
PP2002-1	Creating Presentations			
PP2002-1-1	Create presentations (manually and using automated tools)	POWERPOINT A-8 POWERPOINT B-4 POWERPOINT B-4 POWERPOINT B-12 POWERPOINT B-13	Steps 1-9 Clues to Use Steps 1-10 Steps 1-5 QuickTip Step 2 Clues to Use	Skills Review Independent Challenges 2, 3 Visual Workshop Skills Review Independent Challenges 1-4 Visual Workshop
PP2002-1-2	Add slides to and delete slides from presentations	POWERPOINT B-6 POWERPOINT B-8 POWERPOINT C-14	Steps 1-3 Steps 2-6 Step 6	Skills Review Independent Challenges 1-4 Visual Workshop Skills Review Independent Challenges 2-4
PP2002-1-3	Modify headers and footers in the Slide Master	POWERPOINT B-10	Steps 1-9	Skills Review Independent Challenges 1-4 Visual Workshop
PP2002-2	Inserting and Modifying Text			
PP2002-2-1	Import text from Word	POWERPOINT C-14	Steps 1-3	Skills Review, Independent Challenge 2
PP2002-2-2	Insert, format, and modify text	POWERPOINT B-4 POWERPOINT B-6 POWERPOINT B-8 POWERPOINT B-14 POWERPOINT C-10 POWERPOINT C-12	Steps 2-9 Steps 4-9 Steps 3-6 Steps 1-4 Steps 2-8 Steps 1-10	Skills Review Independent Challenges 1-4 Visual Workshop Skills Review Independent Challenges 2-4 Visual Workshop
PP2002-3	Inserting and Modifying Visual Elements			
PP2002-3-1	Add tables, charts, clip art, and bitmap images to slides	POWERPOINT D-2 POWERPOINT D-4 POWERPOINT D-6 POWERPOINT D-12	Steps 3-5 Clues to Use Steps 1-9 Clues to Use Steps 2-3 Steps 1-5	Skills Review Independent Challenges 1-4 Visual Workshop
PP2002-3-2	Customize slide backgrounds	POWERPOINT C-16 POWERPOINT D-4	Steps 1-8 Steps 2-3 Clues to Use	Skills Review Independent Challenges 2-4 Skills Review Independent Challenge 2
PP2002-3-3	Add OfficeArt elements to slides	POWERPOINT C-4 POWERPOINT C-6	Steps 4-8 Steps 1-9	Skills Review Independent Challenges 2, 3 Visual Workshop
PP2002-3-4	Apply custom formats to tables	POWERPOINT D-12	Steps 5-9	Skills Review Independent Challenges 3, 4

MOUS Standardized Coding Number	Activity	Lesson page where skill is covered	Location in lesson where skill is covered	Practice
PP2002-4	Modifying Presentation Formats			
PP2002-4-1	Apply formats to presentations	POWERPOINT B-6 POWERPOINT B-7 POWERPOINT B-8 POWERPOINT B-12 POWERPOINT C-4 POWERPOINT D-2 POWERPOINT D-4 POWERPOINT D-6	Steps 2-3, Table Step 3 Steps 1-5 QuickTip Step 5 Steps 2-3 Step 2 Steps 3-4 Steps 1-2	Skills Review Independent Challenges 1-4 Visual Workshop Skills Review Independent Challenges 2, 4 Independent Challenges 1-4
PP2002-4-2	Apply animation schemes	POWERPOINT D-18	Steps 1-7	Skills Review Independent Challenges 1-3
PP2002-4-3	Apply slide transitions	POWERPOINT D-16	Steps 1-5	Skills Review Independent Challenges 1-3
PP2002-4-4	Customize slide formats	POWERPOINT B-6 POWERPOINT B-8 POWERPOINT C-4 POWERPOINT D-2 POWERPOINT D-4 POWERPOINT D-6	Steps 2-3 Table Step 3 Steps 2-3 Step 2 Step 1 Steps 1-2	Skills Review Independent Challenges 1-4 Visual Workshop Skills Review
PP2002-4-5	Customize slide templates	POWERPOINT B-12 POWERPOINT B-13 POWERPOINT C-16	Steps 1-5 QuickTip Step 2 Clues to Use Steps 1-7	 Skills Review Independent Challenges 1-4
PP2002-4-6	Manage a Slide Masters			
PP2002-4-7	Rehearse timing			
PP2002-4-8	Rearrange slides	POWERPOINT B-8 POWERPOINT B-16	Steps 8-9 Steps 2-3	Skills Review, Independent Challenges 1-4
PP2002-4-9	Modify slide layout	POWERPOINT B-6 POWERPOINT B-7 POWERPOINT B-8 POWERPOINT C-4 POWERPOINT D-4 POWERPOINT D-6	Steps 2-3 Table Step 3 Steps 2-3 Steps 3-4 Steps 1-2	Skills Review Independent Challenges 1-4 Visual Workshop Skills Review, Independent Challenges 1-4
PP2002-4-10	Add links to a presentation			
PP2002-5	Printing Presentations			
PP2002-5-1	Preview and print slides, outlines, handouts, and speaker notes	POWERPOINT A-16 POWERPOINT B-11 POWERPOINT B-14	Steps 1-7 Clues to Use QuickTip Step 5	Skills Review Independent Challenges 2, 3 Visual Workshop Skills Review
PP2002-6	Working with Data from Other Sources			
PP2002-6-1	Import Excel charts to slides			
PP2002-6-2	Add sound and video to slides	POWERPOINT D-16	Step 5	Independent Challenges 1-3
PP2002-6-3	Insert Word tables on slides			
PP2002-6-4	Export a presentation as an outline			

MOUS Standardized Coding Number	Activity	Lesson page where skill is covered	Location in lesson where skill is covered	Practice
PP2002-7	Managing and Delivering Presentations			
PP2002-7-1	Set up slide shows			
PP2002-7-2	Deliver presentations	POWERPOINT A-10	Steps 6-7	Skills Review Independent Challenge 2
		POWERPOINT B-16	Steps 1-4 Details	Skills Review Independent Challenges 1-4
		POWERPOINT D-14 POWERPOINT D-16 POWERPOINT D-18	Steps 1-9 Steps 1-6 Steps 1-7	Skills Review Independent Challenges 1-4
PP2002-7-3	Manage files and folders for presentations			
PP2002-7-4	Work with embedded fonts	POWERPOINT A-13	Clues to Use	Skills Review
PP2002-7-5	Publish presentations to the Web			
PP2002-7-6	Use Pack and Go			
PP2002-8	Workgroup Collaboration			
PP2002-8-1	Set up a review cycle			
PP2002-8-2	Review presentation comments			
PP2002-8-3	Schedule and deliver presentation broadcasts			
PP2002-8-4	Publish presentations to the Web			